

**MINUTES  
PUBLIC MEETING  
JUDICIAL ADVISORY BOARD  
October 16, 2017**



Minutes of the Judicial Advisory Board (JAB) public meeting held on October 16, 2017 at 4:30 p.m. in Courtroom 7, 3<sup>rd</sup> Floor, Tempe Municipal Court, 140 E. 5<sup>th</sup> Street, Tempe Arizona 85281.

**Board Members Present**

Judge Patricia Starr, Chairperson  
Judy Aldrich  
Todd Allison  
Don Calender  
Paul Friedman  
Judge Kevin Kane, Ex-officio Member

**Board Members Absent**

All present

**Staff Present:**

Debi Schaefer, Court Administrator  
Kimberly Sotelo, Management Assistant  
Casey Simmons, Executive Assistant  
Jon O'Connor, Deputy Director of Internal Services

Meeting called to order at 4:30 p.m. by Chairperson Judge Starr.

**Agenda Item 1 – Consideration of Meeting Minutes: September 9, 2016**

Motion made by Board member Aldrich to approve the public and executive session meeting minutes of September 9, 2016; the motion was seconded by Board member Allison. Motion passed 5 to 0.

**Agenda Item 2 – Discussion on Proposed Rules of Procedure for the Judicial Advisory Board**

Prior to the public meeting the Board was provided a draft copy of the Rules of Procedure. The Board was notified that the City of Tempe Human Resources division, legal department and Clerk's office also reviewed the Rules for edits, and an updated copy with highlighted changes were provided during the meeting. Judge Kane reviewed the edits and the Board had no further updates. Motion made by Board member Friedman to adopt the Rules of Procedure; the motion was seconded by Board member Aldrich. Motion passed 5 to 0.

**Agenda Item 3 – Discussion on City Judge Recruitment Process**

The Board was provided documents for the City Judge recruitment process:

- List of organizations distributing City Judge recruitment information
- City Judge recruitment press release posted by the City of Tempe on October 6, 2017
- City Judge Bulletin
- City Judge Supplemental Written Questions
- City Judge Job Description
- Division II Judge Duties
- JAB proposed target timeframes for Tempe Municipal Court Judge recruitment, screening and recommendation to City Council

Debi Schaefer indicated the City is currently accepting applications through October 30, 2017. Debi outlined the proposed target timeframes for JAB meetings needed to complete the recruitment process, with the next meeting tentatively scheduled for November 7, 2017. Debi and Jon O'Connor agreed there will be a lot of interest in the position. The Board discussed the proposed timeframes and agreed to push back the November 7<sup>th</sup> date to November 28<sup>th</sup> to allow more time for application review. The below timeline was agreed upon by the Board.

Upcoming JAB meetings:

- 1) **November 28, 2017: 4:00 p.m.** – determine candidate interviews and establish interview questions.
- 2) **December 8, 2017: 9:00 a.m.** – interview candidates and identify candidates to reference check.
- 3) **December 15, 2017: 1:00 p.m.** – review reference information and identify candidate(s) to recommend to the Mayor and Councilmembers.

**Agenda Item 4 – Call to the Public**

Judge Starr called for public comment. No public members present.

**Agenda Item 5 – Adjournment**

Motion made by Board member Calender to adjourn the meeting; the motion was seconded by Board member Friedman. Motion passed 5 to 0.

Meeting adjourned at 4:54 p.m.

Minutes prepared by: Kimberly Sotelo

---

Judge Patricia Starr  
Chairperson, Judicial Advisory Board  
Tempe Municipal Court